Facilities Information Management System
Data Validation Lessons Learned
(Updated January 2009)

Source Documents

- Organization is critical when it comes to source documents. Don't waste time during the validation locating source documents. Have them ready and available at the start of the validation process.
- Be sure to complete the Source Document Worksheet (found on the website) prior to the validation. This ensures that the validation team knows at the beginning of the process who the owner is for the various source documents that will be referenced. Having this information streamlines the process and makes for quicker contact with the source document owner in the event questions arise.
- Source documents for Usage Code, Status, Using Organization, Utilization, RPV, Deferred Maintenance, Mission Dependency, Annual Operating Costs, Annual Actual Maintenance, and beginning in FY2010 Outgrant Indicator, Excess Indicator and Sustainability cannot be older than 1 year. A red rating will automatically be received for any of these data elements where the source document is greater than 1 year old.
- **Very Important:** Keep in mind that a source document is needed for <u>each </u>data element that is being validated. This includes any data element like Restrictions with a value of 'No'. In these instances, a source document is still required for data elements that have a 'No' value. Lacking a source document for a Restriction with a 'No' causes a material variance.
- If any of the buildings included in the random sample have a FIMS generated RPV value, be prepared to share the methodology for the creation of the site factor if not using the FIMS default site factor of 1.568.

Logistics

- The use of a conference room for the duration of the validation work is preferred. It allows sufficient space for all participants to comfortably participate in the process.
- The use of a laptop or computer is required to be used throughout the process. It enables the validation team to complete the forms as you work through the validation and basically facilitates the entire process leading up to the creation of the scorecard. Connectivity to FIMS is only required for generating the random sample/outlier reports and also for generating the complete information reports used during the walk-throughs. The validation forms, scorecard, inbrief and out brief can be downloaded from the FIMS website at http://fimsinfo.doe.gov/data_validation.htm and initialized with the Site name, Program Office and validation dates prior to the beginning of the validation.
- Sites need to be prepared to provide a laptop/computer in the event that Site security restricts the use of non-government laptops.